

# **2013 APPLICATION INSTRUCTIONS**

## **BEHAVIORAL HEALTH AND HUMAN SERVICE LICENSING BOARD**

### **SOCIAL WORKER LICENSURE PACKET (LSW)**

This packet should contain the following information:

- 1.) Eight (8) pages of instructions and information**
- 2.) A three (3) page application form (MSW) only – excluding Forms I and II.  
A five (5) page application form (BSW) – need Forms I and II.**
- 3.) A Verification of Licensure form**
- 4.) Form I - Verification of Supervision (BSW only)**
- 5.) Form II - Verification of Experience/Employment (BSW only)**

If this packet does not include all of the above documents, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or email us at [pla5@pla.in.gov](mailto:pla5@pla.in.gov). **PLEASE NOTE THAT YOU CAN OBTAIN A COPY OF OUR STATUTES AND RULES ON OUR WEBSITE AT <http://www.in.gov/pla/social.htm>.**

### **INSTRUCTIONS AND INFORMATION**

Before completing and submitting your application to the Indiana Professional Licensing Agency, please read all instructions and information included with this packet. If you have any questions, please contact the Indiana Professional Licensing Agency at (317) 234-2064 or send an email to [pla5@pla.in.gov](mailto:pla5@pla.in.gov). For additional information, please visit our website at <http://www.in.gov/pla/social.htm>.

### **AGENCY ADDRESS**

Indiana Professional Licensing Agency  
Attn: Behavioral Health and Human Services Licensing Board  
402 West Washington Street, Room W072  
Indianapolis, IN 46204

### **THE FAIR INFORMATION PRACTICE ACT**

In compliance with IC § 4-1-6, this agency is notifying you that you must provide the requested information or your application will not be processed. You have the right to challenge, correct, or explain information maintained by this agency. The information you provide will become public record. Your examination scores and grade transcripts are confidential except in circumstances where their release is required by law, in which case you will be notified.

### **MANDATORY DISCLOSURE OF U.S. SOCIAL SECURITY NUMBER**

Pursuant to Section 7 of the Privacy Act of 1974, you are hereby given notice that disclosure of your U.S. Social Security number on this application is mandatory for the purpose of complying with IC § 25-1-5-8 and IC § 4-1-8-1 which provide that the Indiana Department of Revenue may obtain Social Security numbers from the Indiana Professional Licensing Agency for tax enforcement purposes. In addition, disclosing such number is mandatory in order for the Behavioral Health and Human Services Licensing Board to comply with the requirements of the federal National Practitioner Data Bank and the Healthcare Integrity and Protection Data Bank 42 U.S.C. §1320(a)-7e(b), 5 USC §552a, 45 CFR Part 60.1, and 45 CFR Part 61.

Failure to disclose your U.S. social security number will result in the denial of your application.

**PLEASE NOTE: APPLICATION FEES ARE NOT REFUNDABLE.**  
***Outlined in 839 IAC 1-2-5(k)***

## **NAME CHANGE INFORMATION**

If your name differs from that on any of your submitted documentation, you **must** also submit an official affidavit indicating any legal name change or a notarized copy of a marriage certificate.

## **LICENSURE AS A SOCIAL WORKER (LSW)**

**\*\*All education, clinical experience and supervision, and examination requirements must be met in order To be granted licensure in Indiana.**

**\*\*Licensure, certification or registration in another state does not guarantee licensure in Indiana.**

## **COMPLETION OF THE APPLICATION PROCESS**

An application shall be considered abandoned if the applicant does not complete the requirements for licensure within one year from the date on which the application was filed. An application submitted subsequent to an abandoned application shall be treated as a new application.

## **EXAMINATION/ENDORSEMENT**

The Board has adopted the Association of Social Work Board's (ASWB) **Masters level** examination to obtain social work licensure. You may use current licensure/certification as a social worker in another state to exempt yourself from taking the examination, provided you took an ASWB examination in another state at the Intermediate level or higher.

**PLEASE NOTE: If you did not take an examination to receive licensure/certification in the other state at the same level or higher level, you will be required to take the ASWB Masters examination before you will be licensed as a social worker in the State of Indiana. If you have taken the ASWB exam, you will only be required to take our jurisprudence (law) exam.**

If you are currently licensed or certified as a social worker in another state and you will be applying for licensure in Indiana on the basis of that license, please see the section “**Requirements for applicants by exemption from examination**” (ENDORSEMENT).

The following are requirements for licensure as a social worker (LSW) via examination or endorsement:

## **APPLICATION**

Mail completed application along with all required documentation listed below to Indiana Professional Licensing Agency:

## **AFFIDAVIT**

If you answer “Yes” to any of the eight (8) questions on the application, you must explain fully in a signed and **notarized** affidavit, meaning an explanation or statement of facts and or events, including all related details. Describe the event including location, date, and disposition. If you have had a malpractice judgment, provide the name of the plaintiff. Letters from attorneys or insurance companies will not be accepted in lieu of your statement however, they may accompany your affidavit.

## **APPLICATION FEE**

Applicants must submit a fifty-dollar (\$50) application/issuance fee made payable to the Indiana Professional Licensing Agency. This fee may be submitted by cash, check or money order. **ALL FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.**

## **PHOTOGRAPH**

Applicants must submit one (1) photograph, approximately 2 x 3 inches, head and shoulders view of the applicant only, black and white or color, of professional quality. Polaroid type or laminated cards will not be accepted.

## **EDUCATION**

Applicants must possess at least a **Baccalaureate degree in Social Work (BSW)** from an institution of higher education that has been accredited or approved for candidacy by the Council on Social Work Education (CSWE). You must submit an official transcript from the college or university from which you obtained the degree, showing that all requirements for graduation have been met and the date the degree was conferred.

**NOTE: Transcripts must be original, official transcripts sent directly from the university. Copies or incomplete (not yet showing your degree granted) transcripts are not acceptable. Degrees in related fields are not accepted.**

**IN ADDITION, TRANSCRIPTS SUBMITTED BY THE APPLICANT IN A SEALED ENVELOPE WILL NO LONGER BE ACCEPTED. ALL TRANSCRIPTS MUST BE SENT DIRECTLY FROM THE UNIVERSITY.**

## **EXPERIENCE**

### **A. BSW applicants for LSW licensure**

BSW applicants must submit proof of two (2) years of supervised experience in the practice of social work. **The experience must be post-baccalaureate, paid, full-time and supervised to qualify as experience.** The Board may consider part-time experience, if the applicant can verify completion of at least three thousand (3,000) hours of post-baccalaureate degree experience. (NOTE: One thousand five hundred hours (1,500) equals one (1) year of experience.) **Under no circumstances can this experience requirement be met in less than twenty-four (24) months.**

**Use FORM II - VERIFICATION OF EMPLOYMENT/EXPERIENCE** to report your information. Your employer must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you completed the required two (2) years of experience with more than one employer. To qualify as experience you must have been providing social worker services, including assessment and evaluation of clients, in which at least fifty **percent (50%)** of this time consisted of providing services directly to clients.

**B. MSW applicants that are applying for a license as a social worker (LSW) are exempt from this experience requirement.**

## **SUPERVISION**

### **A. BSW applicants for LSW licensure**

BSW applicants must submit proof of at least four (4) hours per month of face to face supervision. If you began this supervised experience requirement before November 1, 2003, then the experience can be gained under the supervision of a licensed social worker (LSW), a licensed clinical social worker (LCSW), a licensed psychologist or licensed physician who has training in psychiatric medicine. **Any supervised experience completed after November 1, 2003, must be gained under the supervision of a licensed social worker (LSW) or licensed clinical social worker (LCSW).**

Use **FORM I - VERIFICATION OF SUPERVISION** to report your information. Your supervisor must fill out the bottom section of this form, have the form notarized, and submit it directly to the Indiana Professional Licensing Agency. This form may be duplicated if you completed the required two (2) years of supervision under more than one supervisor. Supervision must have been face to face for a minimum of four (4) hours per month during the required two (2) years of experience.

**B. MSW applicants that are applying for a license as a social worker (LSW) are exempt from this supervision requirement.**

### **VERIFICATION OF LICENSURE/CERTIFICATION IN ANOTHER STATE**

Applicants must provide VERIFICATION OF LICENSURE/CERTIFICATION FORMS from each state in which you currently are, or have ever been, licensed, certified or registered in any regulated profession or occupation. This top portion of this form should be completed the applicant and sent to the appropriate state licensing board for their submission to the Indiana Professional Licensing Agency. The form may be duplicated if necessary. **You do not need to complete this form, if you only hold licensure or certification in the State of Indiana.**

### **EXAMINATION CANDIDATES FOR LSW**

Your application for the licensure examination must be approved by the Behavioral Health and Human Services Licensing Board prior to registration with the examination service. Once approval is granted, information will be mailed to you explaining the registration and scheduling process for the examination. It is your responsibility to register for and schedule your examination.

**An applicant who has been approved by the Board to take the examination must take the examination within one (1) year from the date of the initial Board approval. If the applicant does not take the examination within one (1) year from the date of the initial Board approval, the approval will be invalid and the applicant must submit a new application and all required documentation must be resubmitted.**

Applicants who have failed the examination, and who wish to retake the examination, must submit a Repeat Examination Application, fees and other requirements as determined by the Board. An applicant who has failed the initial examination and two (2) subsequent examinations shall be disqualified from retaking the examination until satisfactory documentation of additional education and experience has been received from the applicant and approved by the Board. This documentation may consist of additional coursework, internship experiences, supervision or any combination of the aforementioned items.

**Please be sure you register for the correct level of examination.**

After completion of the examination, the testing center will provide individuals with a form that indicates whether the candidate has passed or failed the examination. The results are forwarded to the Indiana Professional Licensing Agency within one or two weeks and licenses will be issued for passing candidates within one week of the receipt of the scores.

### **PLEASE BE PATIENT WITH THIS PROCESS**

If you are unsuccessful on the examination, you will be sent repeat examination materials. You must first re-apply to the Indiana Professional Licensing Agency and again be approved to re-take the examination before you re-register with ASWB. Additionally, there is a mandated ninety (90) day waiting period between examination attempts.

### **TESTING ACCOMMODATION REQUEST**

If you have a disability, which may require some special accommodations in taking this examination, please request a Testing Accommodation Request Form from the Indiana Professional Licensing Agency by calling (317) 234-2064. If you are hearing or speech impaired, you may utilize the Indiana Relay System by calling 1-800-743-3333. **If an accommodation is not requested prior to Board approval to take the examination, the Board cannot guarantee the availability of the accommodation on-site.**

## **ENDORSEMENT CANDIDATES FOR LSW**

### **Requirements for applicants by exemption from examination**

“Endorsement” is a term used to describe the process of granting a license to an applicant who possesses a license or certification to practice that profession in another state or country. Indiana social work licensure law requires all applicants who are applying for licensure as a social worker by exemption from examination meet all of the following requirements.

***If an applicant qualifies for licensure in Indiana by endorsement, he or she is only exempted from the national examination requirement itself. The following requirements must be met in order to be approved for licensure through endorsement. Please refer to the appropriate section of the instructions for specifics on these requirements.***

#### **1. EDUCATION/EXPERIENCE/SUPERVISION**

Endorsement applicants must meet all of Indiana’s education and supervised experience requirements for the level of licensure for which you are applying.

#### **2. CURRENT/ACTIVE LICENSURE OR CERTIFICATION**

Endorsement applicants must be currently licensed or certified to practice in another state at the same level of licensure that you are applying for in Indiana. This license or certification must be current and in good standing.

#### **3. EQUIVALENT EXAMINATION**

The examination that you took to gain licensure in another state must be substantially equivalent to the examination required for that level of licensure in Indiana.

#### **4. YEARS OF PRACTICE**

Endorsement applicants must have been actively engaged in the practice of social work for not less than three (3) out of the previous five (5) years. **You must submit a notarized statement to the Board to this effect and include it with your application materials.**

#### **5. JURISPRUDENCE EXAMINATION**

Endorsement applicants are required to pass a written jurisprudence examination covering the Licensing Statute (IC § 25-23.6), rules and regulations (Title 839) and the Health Professions Standards of Practice (IC § 25-1-9). These laws and rules are contained in this application packet. Once your application is approved by the Board, a jurisprudence exam will be mailed to your address on file. A score of seventy-five (75) or above on the examination is passing. **You will not be granted licensure in Indiana until you have successfully completed this examination.**

**APPLICATION/FORMS CHECKLIST FOR LSW EXAMINATION CANDIDATES WITH A BSW**

**If you are applying for licensure as a social worker (LSW) by examination, and you have a Bachelor's degree in Social Work, you must complete and submit the following material.**

- |                                       |  |
|---------------------------------------|--|
| _____ Three (3) page application form | _____ Official Transcript(s)                           |
| _____ One (1) photograph              | _____ Form I -- Verification of Supervision            |
| _____ \$50 Application/Issuance Fee   | _____ Form II -- Verification of Employment/Experience |

**APPLICATION/FORMS CHECKLIST FOR LSW EXAMINATION CANDIDATES WITH A MSW**

**If you are applying for licensure as a social worker (LSW) by examination, and you have a Master's degree in Social Work, you must complete and submit the following material.**

- |                                       |                              |
|---------------------------------------|------------------------------|
| _____ Three (3) page application form | _____ \$50 Application Fee   |
| _____ One (1) photograph              | _____ Official Transcript(s) |

**APPLICATION/FORMS CHECKLIST FOR LSW ENDORSEMENT CANDIDATES WITH A BSW**

**If you are applying for licensure as a social worker (LSW) by endorsement, and you have a Bachelor's degree in Social Work, you must complete and submit the following material.**

- |                                       |  |
|---------------------------------------|--|
| _____ Three (3) page application form | _____ Form I -- Verification of Supervision              |
| _____ One (1) photograph              | _____ Form II -- Verification of Employment/Experience   |
| _____ \$50 Application/Issuance Fee   | _____ Verification of State Licensure/Certification Form |
| _____ Official Transcript(s)          | _____ Score Report from ASWB Official                    |

**APPLICATION/FORMS CHECKLIST FOR LSW ENDORSEMENT CANDIDATES WITH A MSW**

**If you are applying for licensure as a social worker (LSW) by endorsement, and you have a Master's degree in Social Work, you must complete and submit the following material.**

- |                                       |  |
|---------------------------------------|--|
| _____ Three (3) page application form | _____ Official Transcript(s)                             |
| _____ One (1) photograph              | _____ Verification of State Licensure/Certification Form |
| _____ \$50 Application Fee            | _____ Score Report from ASWB Official                    |

## **TEMPORARY PERMITS FOR LICENSED SOCIAL WORKERS**

The Board may issue a temporary permit to practice as a social worker to an applicant who submits the following:

- 1) A completed application for licensure as a social worker including all supporting documentation;  
**and**
- 2) an additional fee of twenty-five dollars (\$25) for the temporary permit.

**The applicant licensed in another state must also:**

- 1) submit proof of a valid license/certificate to practice from another state. Applicants **will not** be issued their temporary license until verification of your license from your state has been received.

**OR**

- 2) have been approved by the Board to take the examination.

**A temporary permit expires the earlier of:**

- 1) the date the individual holding the permit is issued a license; **or**
- 2) the date the Board disapproves the individual's application for licensure. (Disapproval of applications includes failing the required examination.); **or**
- 3) one hundred and eighty days (180) after the initial permit is issued.

The Board may renew a temporary permit if the individual holding the permit was scheduled to take the examination and the individual did not take the examination and shows good cause for not taking the examination. "Good cause" is defined in the Board's rules as follows: As used in IC § 25-23.6-5-11, "good cause" means any reason approved by the board following written notice to the board from the applicant within thirty (30) days of the date the applicant was scheduled to take the examination. A renewed permit expires on the date the individual holding the permit receives the results from the next examination given after the permit was issued.

**NOTE: Although approved applicants have one year (1) to take the examination, from the time of their approval by the Board, the temporary permit will expire after one hundred and eighty (180) days. Applicants who are issued a temporary permit are encouraged to take the examination within the first one hundred and eighty (180) days.**

## **EXAMINATION FEES AND SCHEDULE**

Indiana offers the **Masters** level examination for obtaining social work licensure. The examination is only offered in a computer format through the Association of Social Work Boards (ASWB) and its contracted examination service.

The examination consists of one hundred and fifty (150) questions. Indiana law requires that you pass the national examination.

The current fee for the examination is two—hundred and thirty (\$230) for the Masters level examination which is established by the examination service and is payable directly to the Association of Social Work Boards (ASWB). You will be required to pay for your examination when you register. Payments can be made by credit card, certified check or money order.

There are no particular examination dates. It is a computerized exam which is offered six (6) days a week at various locations and times. **Please wait to register with the ASWB until you have received your approval letter from IPLA with the test center information.** At that point, you should contact ASWB for scheduling your examination and for submitting your \$230 to take the examination.

For more information on study guides and examination materials, please contact the ASWB at [www.aswb.org](http://www.aswb.org).